



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
REGISTERED NURSE - MIECHV PROGRAM
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this grant-funded position provides professional nursing services through home visiting, case management, outreach, and education to pregnant women and families with infants and young children to include performing nursing assessments, and developing and implementing care plans. Reports to the Chief of Prevention Services.

ESSENTIAL JOB FUNCTIONS

Performs ongoing health and psychosocial assessments using standardized and district-specific tools; identifies real and potential risk factors and needs for referrals to community services and care coordination; develops and documents nursing care plans which specify reasonable time frames and include behavioral objectives developed in conjunction with client and family members to include appropriate referrals; re-evaluates client needs on an ongoing basis and revises service plan and objectives as needed.

Provides teaching, counseling, and support to clients and families; coordinates and integrates schedule and delivery of services with other agencies and resources; implements care based on medical and nursing diagnoses, standards of care, and appropriate protocols. Serves as a client advocate in the community; documents client contacts and follow-up in agency approved format.

Evaluates and documents outcomes of nursing interventions; ensures compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Participates regularly in case reviews and continuous quality improvement initiatives to include attending inter-agency collaborative meetings. Identifies and discusses with supervisors any barriers to prompt, qualitative program implementation. Prepares billing forms for submission to administrative staff in a timely manner.

Maintains monthly statistics regarding caseload and adjusts frequency of home visits according to the client's level of risk factors. Makes determination if case management services are required and terminates cases no longer in need of service; closes cases for non-compliant clients in accordance with district guidelines.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Healthcare – Considerable knowledge of the principles and practices of nursing and public health nursing including health maintenance and disease prevention. Knowledge of current social, physical, and economic factors pertaining to public health. General knowledge of principles and techniques of teaching, counseling, interviewing, and history taking. Knowledge of the means of promoting child and maternal health and public health programs. Stay abreast of new trends and innovations in the field of nursing. Working knowledge of State and federal laws relating to public health.
- Case Management - Knowledge of case management techniques, principles, and practices to assess, plan, facilitate, coordinate care, evaluate, and advocate for options and services to meet an individual's and family's comprehensive health needs.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Judgment/Decision Making– Uses logic and reasoning, exercises good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs. Interprets medical data and considers medical diagnosis and treatment when providing patient care.
- Interpersonal Relationships - Establishes, maintains, and fosters positive and harmonious working relationships with employees, managers, health care professionals, and members of community agencies. Interacts effectively and sensitively with individuals from diverse backgrounds and reacts calmly to emergency situations.
- Computer Skills – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

REQUIRED ABILITIES

- Nursing – Ability to recognize, assess, and apply basic nursing techniques and procedures to respond to medical complaints and critical medical situations in accordance with recognized policies. Utilizes medical reference books and manuals to research medication and treatment protocol as needed.
- Time Management - Ability to use professional judgment to plan and organize daily work routine and determine planning of care. Ability to establish priorities for the completion of work in accordance with sound time-management methodology.
- Communication - Ability to communicate clearly and concisely, both orally and in writing complex ideas and medical protocols. Ability to make oral presentations to local community groups and health care providers.

EDUCATION AND EXPERIENCE

Requires graduation from an accredited school of professional nursing and a minimum of one (1) year in public or community health nursing with related experience in maternal child health. Bachelor's Degree in Nursing preferred.

ADDITIONAL REQUIREMENTS

Requires an acceptable comprehensive background investigation to include a local, state and federal criminal history check.

Requires a valid driver's license with an acceptable driving record.

Individuals in this job classification cannot be listed with any state's Department of Social Services as having a founded case of child abuse or neglect.

Possess or be eligible for Registered Nurse licensure in Virginia as granted by the Commonwealth of Virginia.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
- Some lifting to include overhead lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as odors, hazardous materials, disease, pathogenic substances, or rude/irate patients.